

# **JOB VACANCY ANNOUNCEMENT**

## **US EMBASSY, ACCRA**

**June 04, 2010**

**ANNOUNCEMENT # HR10-018**

**OPEN TO:** All Interested Candidates

**POSITION:** **POLITICAL SPECIALIST**

**POSITION NO:** A20102

**OPENING DATE:** June 04, 2010

**CLOSING DATE:** June 18, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-5 is confirmed by Washington)

\*Ordinarily Resident: GH¢21,487 p.a. (Starting salary)  
(Position Grade: FSN-10)

**LENGTH OF HIRE:** Indefinite

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of a **POLITICAL SPECIALIST** in the Political Section of the Embassy.

### **BASIC FUNCTION OF POSITION**

As a member of the Mission's Political Section, the incumbent reports to an American Political Officer, performs analytical reporting of a broad scope and complexity and provides related services in the portfolios of law enforcement and human rights. Incumbent will conduct research and support Embassy outreach and reporting on democracy and human rights issues as well as law enforcement issues in Ghana. This includes developing and maintaining contacts in the sectors of law enforcement, human rights and government. The incumbent will work closely with the current political specialist and have knowledge of the Ghanaian political, economic and social structure.

Obtains information from a variety of published and unpublished sources and prepares factual and analytical reports. These reports will cover the spectrum of narcotics, human trafficking, corruption, human rights and democracy. Reports will draw on published sources such as the daily press; government reports and releases; academic seminars and reports; pamphlets; press releases; and other related sources. Develops and maintains an extensive range of contacts at a relatively high level in the government, political parties, press and media, educational institutions, law enforcement agencies, key NGOs, human rights activists and related sources.

Contributes to biographic reporting on key personalities; attends relevant meetings and takes trips to other parts of Ghana to observe and report on conditions first hand; briefs or helps in briefing of visitors; helps arrange appointments; and may accompany visitors and Embassy officers on appointments.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. University degree in political science, international relations, history, international law or other related field.
2. One to three years of work experience.
3. Level four (fluent) Speaking/Writing/Reading English. Level four (fluent) oral in one or more local Ghanaian languages.
4. Thorough knowledge of Ghanaian political, economic and social structure, institutions, political parties, historical development of key political figures, and must have a grasp of U.S. foreign policy objectives.
5. Ability to interact with high level contacts in the Ghanaian government and within civil society, including ministers, advisors to the president, members of parliament, academics, religious leaders, etc.
6. Must have good working knowledge of basic computer operations and be proficient in Microsoft office applications, the use of email and downloads from the computer.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. **Optional Application for Federal Employment Form (SF-171 or OF-612); or**
2. A current résumé or curriculum vitae that provide the same information as an OF-612.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

## **NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. **Hard Copy Applications submitted through any other office will not be accepted.** You may apply on-line using the [AccraHRO@state.gov](mailto:AccraHRO@state.gov) email address. **This is the preferred means of applying** for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. <http://ghana.usembassy.gov/jobopportunities.html>
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

## **SUBMIT APPLICATION TO:**

Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra  
P.O. Box GP 194  
Cantonments – Accra

## **POINT OF CONTACT:**

Telephone: 021-741000  
Fax: 030-2741389  
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:

<http://ghana.usembassy.gov/jobopportunities.html>

## **DEFINITIONS**

1. **AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:**
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. **EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.**
3. **Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.**
4. **Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.**
5. **Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.**

**CLOSING DATE FOR THIS POSITION: June 18, 2010**

*The U.S. Mission in Accra, Ghana, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*